



Guide License Application Requirements

November 2011

IMPORTANT! Check List for Obtaining Your 2012-2013 Guide License

Read the instructions on the Guide License Application before completing. Incomplete applications and those without a valid signed Surety Bond or employee documentation **will be returned and will delay the issuance of your license. Allow 15 business days** for processing your application. Remember to:

- **FILL OUT YOUR APPLICATION COMPLETELY!** Including but not limited to date of birth, previous, rates/fees for services provided, counties in which you will provide services and equipment used or provided.
- Sign, and date the 2012-2013 Guide License Application or Guide Employee Registration Application.
- Submit your **signed, original** \$1,000 surety bond with your application. **Important Note:** Bonds must be in effect from February 1, 2012 through January 31, 2013.
- **GUIDE EMPLOYEE ONLY.** Submit current documentation showing that the employee is covered by worker's compensation and subject to the State and Federal taxing authorities for withholding of income tax.
- Submit a cashier's check, money order, or personal or business check. If paying by credit card, complete, sign, and date the credit card authorization form.
- **NEW APPLICANTS ONLY.** Submit a copy of your driver's license or DMV ID.

Fees (*Includes 3% license buyer surcharge)

Resident	\$204.97*
Nonresident	\$472.00*
Employee	\$45.06*

The Following are Enclosed:

- 2012-2013 Guide License Application (FG992). The application is also posted on the Department's web page at www.dfg.ca.gov/licensing/forms/.
- **GUIDE EMPLOYEES ONLY**
2012-2013 Licensed Guide Employee Registration Application (FG993). The application is also posted on the Department's web page at www.dfg.ca.gov/licensing/forms/.
- **NEW APPLICANTS ONLY**
Guide Laws and Regulations (FG1584). The Guide Laws and Regulations are also posted on the Department's web page at www.dfg.ca.gov/licensing/specialpermits/.
- Credit Card Authorization Form (FG1443). This form is also posted on the Department's web page at www.dfg.ca.gov/licensing/forms/.

Reminder

If you would like your name, business address, and business telephone number included in the Department's Licensed Guide Lists distributed to the public, please check the appropriate box on the application and return by April 30, 2012. The lists are posted on the Department's web page at www.dfg.ca.gov/licensing/specialpermits/.

License Renewal

Your current license will expire on January 31, 2012. **DO NOT RELY ON YOUR INSURANCE OR BONDING COMPANY TO FORWARD BOND INFORMATION.** You must review the preprinted information carefully, line through incorrect information, add corrections, and provide information required to complete the application.